

## CHANGE NOTICE FOR MANUAL

**DATE: May 19, 2017**

**MANUAL:** Enterprise Program Integrity Control System (EPICS) User's Manual  
**CHANGE NO.:** 1-2017  
**TO:** County Directors of Social Services  
**EFFECTIVE:** **May 19, 2017**, make the following changes to the EPICS User's Manual

### I. GENERAL

This change notice transmits revisions to the EPICS Manual. These changes are outlined below.

### II. SPECIFIC CHANGES

#### A. Section 102 – Referrals

1. Section 102 – Referrals, III., Add a New Referral, Referral Detail 1 Field Description, page 4, is revised to add the DATE OF DISCOVERY in the table.
2. Section 102 – Referrals, III., Add a New Referral, Referral Detail 1 Field Description, E.8., page 10, has been revised to add the NOTE: The date in the DATE OF DISCOVERY field is not required when creating referrals and the PROGRAM TYPE is FS (Food and Nutrition Services).

#### B. Section 103 - Claims

1. Section 103 – Claims, III., Claim Detail B. Claim Detail Function Keys, n., page 14, is revised to add instructions for entering the DATE OF DISCOVERY.
2. Section 103 – Claims, VI., TOP PROCESS (FOOD AND NUTRITION SERVICES ONLY), D., page 28, is revised to update the NOTE to indicate that “X” and “F” codes can only be entered by State Staff.
3. Section 103 – Claims, VI. TOP PROCESS (FOOD AND NUTRITION SERVICES ONLY), E., Eligibility Requirements, page 29, revises the eligibility requirements in the table to “TOP Intercept Ind field on the Debtor Detail screen is not currently set to H, L, S, X, or F”.
4. Section 103 – Claims VII., DOR Process (FOOD AND NUTRITION SERVICES, MEDICAID, AND WORK FIRST), A., page 32, revises the NOTE to indicate that the “X” and “F” codes can only be entered by State Staff.
5. Section 103 – Claims VII., DOR Process (FOOD AND NUTRITION SERVICES, MEDICAID, AND WORK FIRST), B. Eligibility Requirements, page 32, revises the eligibility requirements to state “NC Debt SETOFF Ind field on the Debtor Detail screen is not currently set to H, L, S, OR F”.

C. Section 106 – Case Maintenance

Section 106 – Case Maintenance, III., County Transfer, has been updated to add:

NOTE: EBCI (Eastern Band of Cherokee Indians) claims cannot be transferred to or from another county.

D. 2100 – APPENDIX B: Claim Codes

1. 2100 – APPENDIX B, K., NC DEBT SET OFF (NC TAX INTERCEPT INDICATOR) – DEBTOR, is revised to add code F – Bankruptcy-Blocks Certification.
2. 2100 – APPENDIX B, L., FEDERAL TAX INTERCEPT INDICATOR (FOOD STAMPS ONLY) – DEBTOR, is revised to add code F- Bankruptcy-Blocks Certification.

E. Section 2400 – APPENDIX E: Case Maintenance Codes

2400 – APPENDIX E, County Codes, is revised to add county code 200 EBCI (Eastern Band of Cherokee Indians).

The EPICS User’s Manual has been updated with these changes and is available in PDF format (see below).

**III. INSTRUCTIONS FOR MAINTENANCE OF THE EPICS USERS’ MANUAL**

**To maintain your current hard copy of the EPICS User’s Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at <http://info.dhhs.state.nc.us/olm/manuals/dss/ei-10/chg/>
2. Click on Change No. 1-2017
3. Click on the “**CN 1-2017**” and attachment links **at the bottom** of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

<b><u>REMOVE</u></b>		<b><u>INSERT</u></b>	
<b><u>SECTION</u></b>	<b><u>PAGES</u></b>	<b><u>SECTION</u></b>	<b><u>PAGES</u></b>
<b>102</b>	<b>4, 10</b>	<b>102</b>	<b>4,10</b>
<b>103</b>	<b>14, 28, 29, &amp; 32</b>	<b>103</b>	<b>14, 28, 29, &amp; 32</b>

<u>REMOVE</u>		<u>INSERT</u>	
<u>SECTION</u>	<u>PAGES</u>	<u>SECTION</u>	<u>PAGES</u>
106	2	106	2
2100	4	2100	4
2400	3	2400	3

If you have any questions, please contact the DSS Information Support Staff at (919) 527-6270.

Sincerely,



Hank Bowers, Chief  
Performance Management/Reporting &  
Evaluation Management Section

HB/tl  
Attachments

[EPICSC102](#)  
[EPICSC103](#)  
[EPICSC106](#)  
[EPICSC2100](#)  
[EPICSC2400](#)